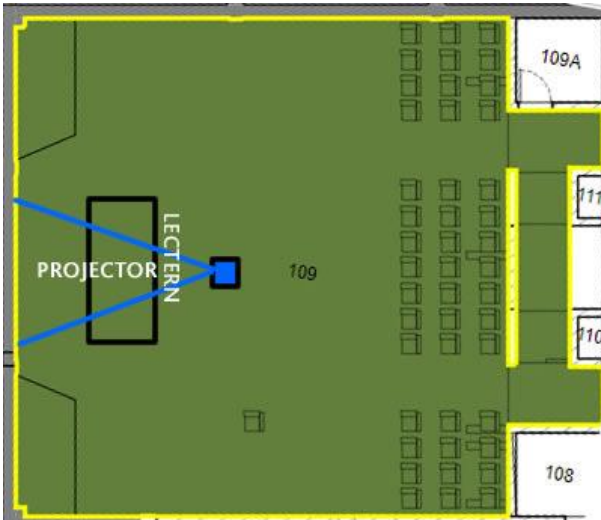




## Room layout

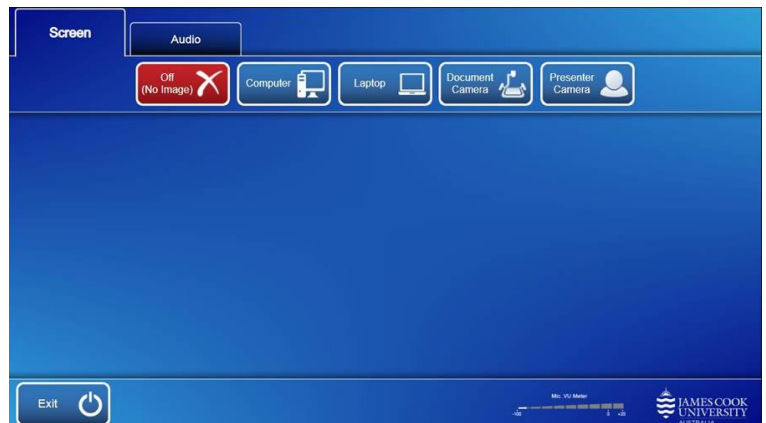


## AV System

- 1x Projector,
- Touch Panel for AV control
- AiO Desktop PC
- Document camera
- 1x Video camera
- Lecture capture (Panopto)
- Microphone – lectern, wireless
- HDMI cable with adapters
- Hearing assist device

## Touch Panel

Used for all interaction with the AV system



## Activate the AV System

- Touch the panel to activate the AV system

## Desktop PC display

- Hold down the **Windows key** and press the **P-key** on the keyboard to access the PC display settings. Select 'Duplicate' on the floating menu. To show PowerPoint with notes, select 'Extend' from the floating menu.

## Panopto Lecture Capture

- **Audio** – the lectern and wireless microphones record the presenter's voice.
- **Presenter Video** – a ceiling mounted camera records a view of the presenter - ensure the camera is set at an angle to cover all the anticipated movements.
- **Presentation** – touch a media button on the touch panel

## Show Presentation

- **Show Desktop PC**  
Touch the **Computer** button on the touch panel
- **Show Laptop**
  1. Connect the HDMI cable
  2. Enable the laptop's dual display (Duplicate/mirror)
  3. Touch the **Laptop** button on the touch panel
- **Show Document camera**
  1. Place the object or document on the tray
  2. Adjust the view using the controls on the device
  3. Touch the **Document Camera** button on the touch panel

## Volume control

Touch the Audio tab

- Touch and slide the **Program Volume** button to adjust the playback volume of the PC or laptop. Ensure the PC/laptop volume is turned up and not muted.
- Touch and slide the **Microphone Volume** button to adjust the room voice reinforcement

---

## Support

AV Technical support Townsville:

Ext. 14643

AV Technical support Cairns:

Ext. 21700

Panopto  
Computers

[videocapture@jcu.edu.au](mailto:videocapture@jcu.edu.au)

Ext. 15500

A/C or electrical faults:

Mex request

Security:

Ext. 16000